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Mr. [REDACTED], Chief, Services Branch

19 July 1948

Chief, Property Control Division

Proposed Administrative Instruction

1. The proposed Administrative Instruction No. 5 attached hereto is entirely satisfactory from a management viewpoint, however, it is not clearly defined for the purpose it is intended. It is felt that a more satisfactory means of instructing Responsible and Accountable Officers in the preparation and distribution of forms is by use of flow charts.

2. The Property Control Division at the present time is preparing flow charts which illustrate the initiation and distribution of the various forms affecting the Stock Record Account of an Accountable Officer. It is the opinion of the undersigned that these charts would provide a more detailed and clear-cut illustration in the preparation of property forms. Attached for your reference are drafts of several flow charts which are being reviewed by personnel of this office. It is contemplated that several weeks will be required prior to obtaining the concurrence of individuals concerned before submission of same to your office for approval.

3. As requested, the following comments and suggestions are submitted relative to the attached Requisitioning Procedure Chart:

a. It can not be ascertained whether the column, "Form Submitted" means the number of copies submitted to the appropriate activity concerned or prepared by the Responsible Officer. This should be more clearly defined inasmuch as Responsible Officers initiate four (4) copies of Form No. 36-7. One copy is retained by the Responsible Officer and three copies are forwarded to the activity concerned.

b. Requests for "Supplies and Equipment not listed in CIA Catalogs" should also be approved by a designated officer as authorized by Administrative Instruction No. 60-8, Subject: Administrative Control of Requests Resulting in Financial Obligations, dated 22 January 1948.

c. Copies Nos. 1 through 5 are signed by Responsible Officers upon receipt of "Non-Expendable Property" from stock.

d. It is suggested the column, "Signature Receipt Form" indicate the individual required to sign, i.e., Responsible or Accountable Officer.

e. Branch Supply and Property Officer under the heading "Approved By" should be changed to Property or Supply Officer as set forth in the revised Property Accounting Manual to be forwarded your office the latter part of this week.

Incls: Prop. Adm. Inst. No. 5
Flow Charts

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SEE REVERSE FOR DECLASSIFICATION ACTION